



Case Advisor for Boards & Commissions (Non-Merit)

The Kentucky Board of Nursing (KBN), in Louisville (Jefferson County) has an opening for a non-merit, non-chapter Case Advisor.

DUTIES AND RESPONSIBILITIES:

This full-time, non-merit, non-chapter Case Advisor position will be a part of the executive team at KBN. This position is responsible for providing case advisement and support including assistance and analysis of inter-agency functions, improved case outcomes and processing times.

Essential functions include but are not limited to the following:

- Provides initial review, triage, assignment, and/or assessment of complaints.
- Collects initial and ongoing case data and records, obtains documents from third parties, conducts interviews, and site visits.
- Assists with the resolution of cases for the Legal Services Section, Compliance, and Investigation Branches.
- Produces and reviews case correspondence, forms, agreed orders and documents presented to Committees and panel meetings.
- Reviews agency work-flow and procedures and provides assistance and advisement on streamlining practices to increase agency efficiency.
- Follows up on incomplete documentation and missing records. Provides assistance with background reviews and compiling and interpreting system reports.
- Assists with regulatory audits.
- Compiles data and provides detailed data analysis and recommendation regarding agency productivity and performance.
- Performs other duties as assigned.

PREFERRED SKILLS:

- Experienced in initial investigative or legal case development
- Understanding of regulations and legal aspects of licensure and investigation
- Ability to assess information gathering processes and offer/implement time saving steps
- Strong Written and Verbal Communication skills
- Able to work within multidisciplinary teams

The ideal candidate will have strong written and verbal communication skills, investigative skills, excellent organizational skills, self-initiative and exceptional attention to detail. A Juris Doctorate degree with the ability to practice law in the State of Kentucky, a Master's Degree in Nursing with experience in Nursing disciplinary investigations, or a Bachelor's Degree with at least 5 years investigative experience in the fields of criminal justice/law enforcement, or performing investigations in the health care field, or performing other healthcare standards compliance inspections/investigations is required.

Pay Grade: Ungraded

Gross Monthly Salary Range: \$4,583.32-\$5,416.66

Position #: 31114876

Employment Type: EXECUTIVE BRANCH | NON-MERIT, NON-CHAPTER | FULL-TIME | FLSA EXEMPT | 37.5 HR/WK

Location: 312 Whittington Parkway, Suite 300, Louisville, KY 40222

Resumes and letters of interest for this position should be directed to Jennifer Hart, Human Resource Administrator by e-mail at: Jennifer.Hart@ky.gov

This position will remain open until filled.

An Equal Employment Opportunity/Affirmative Action Employer M/F/D